



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1710.4  
5  
8 Feb 01

Combat Center Order 1710.4

From: Commanding General  
To: Distribution List

Subj: UNIT RECREATION FUNDS

Ref: (a) MCO P1700.27A MCCS Policy Manual

Encl: (1) MCAGCC Units Receiving Unit Recreation Funds  
(2) Unit Fund Administration Procedures  
(3) Requisition Form 29P-4069/3 (3-88)  
(4) Merchandise Expenditure Authorization  
(5) Check Request Form

1. Situation. Per the reference, the users of revenue generating MCCS facilities periodically have some of the profits from those facilities returned to them in the form of unit recreation funds. These funds are Nonappropriated Funds, and are distributed as Unit Funds because each of the units has different recreation requirements and preferences that can best be addressed individually. Historically, these funds are informally referred to as "party funds," since they are most often used for unit picnics and other similar parties. Quarterly, units of battalion-size or the equivalent aboard the Combat Center are allocated recreation funds from the NAF earnings of MCAGCC MCCS. These funds are to be used for the direct benefit of the uniformed personnel of the units. The enclosure notes the units that receive recreation funds.

2. Mission. On the first working day of February, May, August, and November (the first days of the quarters of the NAF Fiscal Year), the Director, Marine Corps Community Services (MCCS) Directorate shall cause to be allocated to each unit noted in enclosure (1) (except Acct. #51, Reserve Units) a sum equal to ten dollars (\$10.00) per unit member per year (\$0.833 per member per month). The unit strength to be used in this calculation is the strength reported on the MCAGCC Adjutant's Unit Strength Report for the first day of each month of the preceding quarter. Unexpended Unit Funds for the first, second, and third quarters are carried over to the next quarter. No funds may be carried over from one NAF Fiscal Year to the next. The NAF Fiscal Year begins on the first day of February, and ends on the last day of January of the following calendar year.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Unit Recreation Funds are intended for use on behalf of the entire unit, and are not normally to be used except for consumable goods and services. Some deviation from this general guidance may be granted by the Director, MCCS, in the case of Marine Corps/Navy Birthday celebrations, and for traditional parties such as Thanksgiving and Christmas. In no case may Unit Funds be used except for the purposes noted in paragraph 1315.1 of the reference without the specific approval of the CMC (MR).

(2) Concept of Operations. Commanding Officers may expend their Unit Funds up to the quarterly allocation. With the approval of the MCCS Director, funds may be expended in the first, second, and third quarter in anticipation of receiving funds in the next quarter. Funds not expended in one Fiscal Year cannot be carried over into the next Fiscal Year.

b. Subordinate Element Missions

(1) Units which are part of the Regular establishment, and which are at the Combat Center for training, derive their Unit Fund support from their home MCCS. MCAGCC MCCS shall render assistance, as necessary, to units that seek to transfer Unit Funds to MCAGCC.

(2) The Key Volunteer Network does not receive Unit Funds.

c. Coordinating Instructions

(1) Units stationed aboard MCAGCC, which participate in scheduled unit rotations, continue to accumulate Unit Funds during their deployment. The CMC (MR) will coordinate Unit Fund support when there are unscheduled unit deployments.

(2) Reserve units performing their annual active duty at MCAGCC in a Combined Arms Exercise (CAX) are allocated \$0.50 per member for the term of the exercise. Normally, the allocation shall be to the CAX commander's representative, rather than to each of the several subordinate units.

4. Administration and Logistics. Distribution B directives issued by the Commanding General are distributed by guardmail. This Order can be viewed at <http://www.29palms.usmc.mil/base/manpower/adj>.

a. Enclosure (2) contains detailed instructions on requesting unit funds.

b. Enclosures (3), (4), and (5) contain the blank forms necessary to administer unit funds.

5. Command and Signal

a. Signal. This order effective date signed.

b. Command. This Order is applicable to all units stationed at, or participating in training aboard the Marine Air Ground Task Force Training Command Marine Corps Air Ground Combat Center.

//signed//  
F. M. STEWART  
Chief of Staff

DISTRIBUTION: A-1

MCAGCC Units Receiving Unit Recreation Funds

Listed below are the unit which receive Unit Fund allocations aboard MAGTFTC MCAGCC.

<u>Units</u>	<u>MCCS Acct #</u>
Second Battalion, Seventh Marine Regiment	7
Headquarters Company, Seventh Marine Regiment	38
Sergeant's Course	43
VMU-1	44
Naval Hospital	45
Dental Company	46
Headquarters Battalion, MCAGCC	47
First Bank Battalion	48
Marine Corps Communication-Electronics School	49
Third Battalion, Seventh Marine Regiment	50
Reserve Units (CAX)	57
Combined Service Support Group-1	52
First Battalion, Seventh Marine Regiment	53
Third Battalion, Eleventh Marine Regiment	55
Third Assault Amphibian Vehicle Company	56
Third Light Armored Reconnaissance Battalion	57
Air Ground Support Element	58
Third Battalion, Fourth Marine Regiment	59

ENCLOSURE (1)

#### UNIT FUND ADMINISTRATION PROCEDURES

To Authorize Expenditure of Unit Funds: All the below listed procedures work best when there is adequate (e.g. at least 3 working days) lead time.

1. All requests begin with either a formal letter from a unit's CO/XO or a completed copy of 29P-4069/3(3-88), requisition form, encl.(3). The form must be signed in the "Requested By (*Special Services Officer*)" block of the requisition by the CO/XO, or by an individual previously assigned by the CO as the Unit Fund Representative.

2. If all that is requested is beverages, picnic supplies, etc., these items usually may be procured from the MCCS Food Issue Point. The approving official shall sign the form near the bottom, make two copies, give the original to the Food and Hospitality Branch and a copy to the customer, keeping one copy to post to the account.

3. If the unit wishes to purchase authorized merchandise from the Exchange, they will usually so indicate in the "Suggested Vendor" block of the 29P-4069/3(3-88). The approving official shall complete a "Merchandise Expenditure Authorization," enclosure (4), sign it, and make two copies of both forms. The original, plus one copy goes to the customer, who will give the original to the Exchange store manager, and retain a copy for his/her records. Retain one set for posting to the account.

4. If the unit wishes to have a check to pay for merchandise from outside MCCS, (e.g. the Commissary, Domino's, etc.) the approving official shall complete a "Check Request," encl. (4) for the required amount, making two copies of both the requisition form, 29P-4069/3(3-88), and the check request form, as shown at enclosure (5), and distribute the original set to the Accounting Department, a copy to the unit, and retain one copy to post to the account. The Accounting Department will prepare a check for the unit. Check requests should be submitted at least three working days prior to the desired pick-up date.

a. Unit Fund representatives who wish to purchase goods from commercial sources shall be provided with the Resale ID number of MCCS, exempting the purchase from sales tax.

b. Unit Fund representatives make the purchase(s), and return the receipt to the MCCS approving official as evidence of the expenditure of funds.

c. If there is change from a Unit Fund purchase, the change shall be returned to the MCCS Unit Fund approving official, and credited to the unit's Unit Fund account.

5. Unit recreation funds may be used only for the benefit of an entire unit, not an individual. Therefore, personal momentos such as plaques, trophies, farewell gifts, etc. may not be procured with Unit Funds. Except with the specific approval of the CMC (MR), Unit Funds shall be used only for consumable goods and services.

ENCLOSURE (2)

CCO 1710.4  
8 Feb 01

TO COST CENTER: \_\_\_\_\_

FROM COST CENTER: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_

DATE: \_\_\_\_\_

MERCHANDISE EXPENDITURE AUTHORIZATION

QUANTIT Y	ITEM	UCP	USP
	NOT TO EXCEED	TOTAL:	

REQUESTED BY:

AUTHORIZED BY:

\_\_\_\_\_

\_\_\_\_\_

0151-17

Authorized Signature

TO COST CENTER: \_\_\_\_\_

FROM COST CENTER: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_

DATE: \_\_\_\_\_

MERCHANDISE EXPENDITURE AUTHORIZATION

QUANTIT Y	ITEM	UCP	USP
	NOT TO EXCEED	TOTAL:	

REQUESTED BY:

AUTHORIZED BY:

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature

ENCLOSURE (4)



